

## **ANNEXURE – I**

### **Statement of information regarding proposals for ad-hoc appointment**

1. Name of Officer :-
2. Date of Birth :-
3. Designation, classification and scale of pay of the post in which ad-hoc appointment has been or is proposal to be made. :-
4. Duration of the vacancy and how it has occurred. :-
5. Initial date from which the officer has been holding the post on an ad-hoc basis. :-
6. Period of ad-hoc appointment proposed :-
7. Reasons for proposing ad-hoc appointment of the officer. :-
8. Comparative statement (to be enclosed) of educational qualifications, experience etc., required for the post and those possessed by the officer. :-
9. Whether the vacancy to which the officer has been appointed on an ad-hoc basis falls in the promotion/direct recruitment/ deputation or transfer quota as prescribed in the recruitment rules for the post. :-
10. Specific steps taken to fill the vacancy on a regular basis. The reference to the Department's letter forwarding requisition/DPC proposal, if any, to be quoted. :-
11. Designation, classification and scale of pay of the post held by the officer on a regular basis. Quota number and date of the Commission's letter approving the appointment (If the UPSC approved the appointment, a copy of UPSC's letter of approval to be enlcoed). :-
12. (i) The methods and field of recruitment prescribed in the recruitment rules (the Commission's letter approving the Recruitment rules to be quoted, if the UPSC approved the Recruitment Rules, the No. and date of the Department's letter Forwarding the Recruitment Rules to the Commission). :-

**Contd..P/2**

- (ii) In case recruitment rules have not been finalized, quota number and date of the Department's letter forwarding the draft Recruitment rules to the Commission. :-
- (iii) In case draft rules have not been Forwarded to the Commission, indicate Action taken by the department to frame the rules. :-
13. Whether this is the initial ad-hoc appointment or continuation of an earlier ad-hoc appointment ; if letter, state(a) date of expiry of the period, (b) number and date of the TPSC/UPSC's letter of approval, (c) the initial date from which ad-hoc appointment in the post has continued. :-
14. (a) Total number of posts in the grade :-
- (b) Number filled on regular basis :-
- (c) Number filled on an ad-hoc basis :-
- (d) The number unfilled :-
- (e) The number of posts falling under (c) and (d) above for which requisition has been placed on the Commission for direct recruitment through – :-
- (i) examination and (ii) selection (Relevant reference numbers and date to be quoted). :-
15. Enclosed complete and up-to-date character roll of the officer. :-
16. Name, designation and telephone number of the Department's representative to be contacted for further information/papers,if necessary. :-

Signature of the Officer .....

Designation .....

Telephone No. ....